

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
JOB OPPORTUNITY
PROCESSING TECHNICIAN
COLLECTIONS-Recovery Unit**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on current Processing Technician certification list.

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3376/75263-PROCTECH (2 positions)

Hours: Full Time/40 hours per week

Salary: CL16: \$45,360 - \$59,316

Closing Date: May 18, 2015

The Collections Division of DAS provides comprehensive billing and collection services for care and financial assistance provided to individuals by the State of Connecticut. The Recovery Unit within this division is responsible for collecting money due the State from various sources such as decedent estates or the recipients of lawsuit settlements, insurance claims or inheritances. The Billing Unit within Collections provides comprehensive billing services for care provided by the Departments of Developmental Services, Mental Health and Addiction Services, Children and Families, Veterans Affairs as well as towns participating in the School Based Child Health Program.

Eligibility Requirement:

Candidates must have applied for and passed the Processing Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including computers or other automated equipment.

Duties:

Receive and examine materials from various sources to determine the proper course of action based on conformance to applicable State statutes and regulations; initiate requests for information from various State agencies and generate correspondence to attorneys and other outside individuals in support of the processing functions; review and examine incoming reports and materials in order to make a determination on case status; responding to internal inquiries for additional information on previous submitted materials; maintain a check registry log and process transactions to create the deposit report; set up and maintain case records in support of the processing function; perform related duties, as required.

Preferred Knowledge, Skills and Abilities:

The preferred candidate will:

- Be proficient with Microsoft Office programs;
- Have experience working with and analyzing data from State databases;
- Have proven independent judgment and decision making skills;
- Have experience working in a fast paced environment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, copies of the last two (2) years performance appraisals, and a resume (optional) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835
OR
EMAIL to: susan.turko@ct.gov**

JOB POSTING NO. 3376/75263-PROCTECH MUST BE NOTED ON THE APPLICATION.

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 05/18/2015 WILL NOT BE
CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.